

**Durham City-County Planning Department**  
**Proposed Work Program FY16**  
**Part A, Programs**

June 15, 2015

**Planning Department staffing is 37.0 Full Time Equivalent (FTEs)**

**1. Development Review**

- 1.1. Site Plans
- 1.2 Plats
- 1.3 Common Signage and Wayfinding Signage Plans
- 1.4 Sign Permits
- 1.5 Street Withdrawals
- 1.6 Site Compliance Inspections
- 1.7 Building Permit Reviews
- 1.8 UDO Administrative Interpretations
- 1.9 Temporary Use Permits
- 1.10 Development Process Improvements

**2 Land Use**

- 2.1 Planning Commission Support
- 2.2 Zoning Map Changes
- 2.3 Comprehensive Plan Amendments
- 2.4 Annexation Coordination
- 2.5 Board of Adjustment (BOA)
  - 2.5.1 BOA Support
  - 2.5.2 Special Use Permits
  - 2.5.3 Variances
  - 2.5.4 Appeals of Administrative Decisions
- 2.6 Historic Preservation Commission (HPC)
  - 2.6.1 Certified Local Government Management/HPC Support
  - 2.6.2 Certificates of Appropriateness
  - 2.6.3 Historic Landmarks and Landmark Signs
  - 2.6.4 Demolition by Neglect Investigations
- 2.7 Street Closings
- 2.8 Street Renamings
- 2.9 Statutory Vested Rights Determinations

**3 Customer Service and Compliance**

- 3.1 Customer Service Center
  - 3.1.1 Public Information
  - 3.1.2 Limited Agriculture Permits
  - 3.1.3 Home Occupation Permits
  - 3.1.4 Family Care and Group Home Monitoring/Compliance
  - 3.1.5 Outdoor Seating Permits
  - 3.1.6 Street Vendor Registration

- 3.1.7 Selective Vegetation Removal Permits
- 3.1.8 Zoning Verification
- 3.2 Zoning Enforcement
  - 3.2.1 Response to Complaints
  - 3.2.2 Proactive Enforcement

#### **4 Policy and Urban Design**

- 4.1 UDO Text Amendments
  - 4.1.1 Respond to Legislative Mandates
  - 4.1.2 City and County Initiated Text Amendments
  - 4.1.3 Privately-Initiated Text Amendments
  - 4.1.4 Technical and Minor Changes
  - 4.1.5 Design District Update
  - 4.1.6 Landscaping Update
  - 4.1.7 UDO Graphics
- 4.2 Transportation Planning
  - 4.2.1 Regional and State Transportation Planning
  - 4.2.2 County Transportation Planning
  - 4.2.3 City Transportation Planning
  - 4.2.4 Station Area Strategic Infrastructure Plan
  - 4.2.5 Compact Neighborhood Future Land Use Map Update
- 4.3. Historic Preservation Planning
  - 4.3.1 Holloway Street Historic District Expansion
  - 4.3.2 Local Review Criteria Consolidation
  - 4.3.3 Golden Belt Local Historic District
- 4.4 Environmental Planning
  - 4.4.1 Urban Open Space Plan
  - 4.4.2 Watershed Determinations
  - 4.4.3 NFIP Community Rating System (County Only)
- 4.5 Comprehensive Plan Annual Evaluation and Assessment Report
- 4.6 Demographic Support
- 4.7 Housing Affordability Initiative
- 4.8 East End Connector Land Use Analysis

#### **5 Community Planning**

- 5.1 Community Outreach
  - 5.1.1 Public Education
  - 5.1.2 Newsletter and Social Media
  - 5.1.3 Planning Academy Program
  - 5.1.4 Urban Design Studios
  - 5.1.5 Community Listening Sessions
  - 5.1.6 Educational Institution Partnerships
- 5.2 Advisory Body Support
  - 5.2.1 Durham Open Space and Trails Commission
  - 5.2.2 Environmental Affairs Board
  - 5.2.3 Appearance Commission
- 5.3 Inter-agency Coordination
  - 5.3.1 Durham-Chapel Hill-Orange Work Group

- 5.3.2 Center of the Region Enterprise
- 5.3.3 Regional Appearance Committee
- 5.3.4 Durham Appearance Advocacy Group

## **6 Department Management**

- 6.1 Department Management and Administration
- 6.2 Performance and Personnel Management
- 6.3 Professional Development
- 6.4 Intergovernmental Coordination
- 6.5 City, County, and Planning Department Strategic Plans
- 6.6 Culture of Service Initiatives
- 6.7 Governing Bodies Support
  - 6.7.1 Board of Commissioners
  - 6.7.2 City Council
  - 6.7.3 Joint City-County Planning Committee
- 6.8 Website
- 6.9 Computer, GIS, and Data Support
- 6.10 Customer Satisfaction Feedback